



# Technical Education News

## College of Menominee Nation

April 2013

Classes start the week of  
**June 2<sup>nd</sup>**

To sign up, contact  
**Mary Windmiller**  
800-567-2344 ext 3281

**REMEMBER:**  
*Everyone is  
welcome at the*  
**COLLEGE OF**  
**MENOMINEE**  
**NATION!**

\*Class fees and tuition are  
covered by a grant or  
scholarship and may be  
considered taxable income.  
\*Participants may receive a  
tax form 1098 in January.

Celebrating 20 Years  
of Nation Building;  
One Student at a Time  
CMN ~ 1993-2013

### **Don't Wait - NO COST Classes!**

**Summer Session – Main Campus—Keshena**

#### **OFT105-01 MATH WITH BUSINESS APPLICATIONS 3 Cr. Tues & Thurs 8:00-1:00**

Start at your own skill level and progress to more complicated levels of math using calculators and computer applications. Real numbers, basic operations, linear equations, payroll, interest and other vital business applications are covered.

#### **OFT101-01 MICROSOFT WORD (with Business Writing) 2 Cr. Mon & Wed 8:30-noon**

Technical applications of Microsoft Word in business practices are included, with emphasis on business writing. Proper English skills, grammar, punctuation and proofreading are emphasized. Computer users of all skill levels benefit from the hands on activities.

#### **OFT101-02 MICROSOFT WORD (with Business Writing) 2 Cr. Tues & Thurs 9:00-12:30**

Second section – See above description.

- *OFT 105 and OFT101 may transfer to trades program and substitute for RES110 Applied Math and RES100 Applied Communications, respectively, if completed with a grade of C or better.*

#### **OFT 102-01 MICROSOFT EXCEL 2 Cr. Tues & Thurs 8:30-noon**

Learn fundamental techniques in Excel 2010. Understand spreadsheet terminology, navigate and format a worksheet, enter and edit labels, values, and formulas in a worksheet, modify a worksheet, and understand relative and absolute references.

#### **RES 103-01 SAFETY & MATERIAL HANDLING-JOB SITE 1 Cr. Tues 1:00-4:30**

Receive training in the safe use of hand, portable and stationary power tools and equipment in a variety of shop and on-site tasks, as well as proper procedures for working with ladders and scaffolds.

#### **RES 106-01 SITE LAYOUT/FRAMING & CONSTRUCTION 3 Cr. Mon & Wed 8:00-1:00**

Learn the use of a builder's level/transit and laser. Lay out a residential building site considering environmental efficiency. Explore techniques used in construction of footings and foundations, and frame walls, floors and roofs using sustainable practices.

#### **RES 109-01 CONSUMER ECONOMICS 1 Cr. Wed 1:00-4:30**

Gain an understanding of fundamental economic concepts; topics borrowing, saving, investing, financing, credit cards, advertising, and consumer law. A business model is studied, and students will create a sample business plan using strategies learned.

**Must be High School Junior or older to begin!!!**

#### **NO COST Home Health Aide Course 3 credits**

Are you **sixteen or older**? Do you take care of an elder? This course will give you the opportunity to get paid for your caretaking! The 90 hour course includes Home Health Aide training, job shadowing, research of community resources, CPR/First Aid/AED certification, resume writing and job seeking skills.

➤ **HLT090-01**  
**Mon & Wed 9am-2pm**  
➤ **HLT090-02**  
**Mon & Wed 4pm-9pm**

➤ **HLT090-03**  
**Tues & Thurs 9am-2pm**  
➤ **HLT090-04**  
**Tues & Thurs 4pm-9pm**

*HHA Course funded by: US Dept. of Health and Human Services, Health Resources and Services Administration*

#### **GRANT ENDS SOON!**

**June 3 – July 26**